

# Approve a Submitted Certification Pending Approval

To approve a submitted certification that is pending approval, open the Pending Approvals Tab on the Submissions Page in the People Module from the Main Menu.

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Pending Approvals

Certifications Submitted For Approval

Search:

| Name             | Submitted          | Certification                    | Completion Date | Expiration Date | Attachments                                       | Action          |
|------------------|--------------------|----------------------------------|-----------------|-----------------|---------------------------------------------------|-----------------|
| Delgado, Frank   | 1/20/2026 18:40:37 | Code of Conduct                  | 1/20/2026       | 1/19/2027       | Code of Conduct Certificate FD 2026-01-20.pdf     | Approve Decline |
| Delgado, Frank   | 1/20/2026 16:30:16 | Dress Code                       | 1/20/2026       | 1/19/2027       | Dress Code Certificate FD 2026-01-20.pdf          | Approve Decline |
| Delgado, Frank   | 1/20/2026 18:42:25 | Window Washing FAQs              | 1/20/2026       | Never expires   | Window Washing FAQs Certificate FD 2026-01-20.pdf | Approve Decline |
| Delgado, Frank   | 9/11/2025 19:28:19 | Janitor - Level I (EOY)          | 9/11/2025       | 12/31/2026      |                                                   | Approve Decline |
| Delgado, Frank   | 9/11/2025 19:28:36 | Janitor - Level II (EOM)         | 9/11/2025       | 9/30/2026       |                                                   | Approve Decline |
| Dupree, Michael  | 9/9/2025 15:56:38  | New Assistant Manager Training 1 | 9/3/2025        | Never expires   |                                                   | Approve Decline |
| Dupree, Michael  | 9/9/2025 15:56:30  | New Assistant Manager Training 4 | 9/3/2025        | Never expires   |                                                   | Approve Decline |
| Lawson, Patricia | 9/9/2025 17:05:24  | CPR (Quick)                      | 9/9/2025        | 9/8/2026        | CPR (Quick) Certificate PL 2025-09-09.pdf         | Approve Decline |

Showing 1 to 8 of 8 entries

Competency Certificates Submitted For Approval

Search:

| Name             | Submitted         | Required Role                                               | Completion Date | Expiration Date | Attachment | Action          |
|------------------|-------------------|-------------------------------------------------------------|-----------------|-----------------|------------|-----------------|
| Lawson, Patricia | 9/9/2025 16:54:48 | Southeastern Bank of Western North Dakota Assistant Manager | 9/3/2025        | 9/2/2026        |            | Approve Decline |

Showing 1 to 1 of 1 entries

To approve the certification, click the Approve button in the Action column specific to the certification you want to approve. Selecting Approve from the context menu will initiate the same action.

A text box confirms that the certification was approved, and it is no longer visible on the Pending Approvals Tab.

## Submissions

Pending Approvals

Attachment Inbox

Batch Submit Certifications

### Pending Approvals

#### Certifications Submitted For Approval

Certification, Dress Code, has been approved for Frank Delgado.

Search:

| Name           | Submitted          | Certification       | Completion Date | Expiration Date | Attachments                                       | Action                                            |
|----------------|--------------------|---------------------|-----------------|-----------------|---------------------------------------------------|---------------------------------------------------|
| Delgado, Frank | 1/20/2026 18:40:37 | Code of Conduct     | 1/20/2026       | 1/19/2027       | Code of Conduct Certificate FD 2026-01-20.pdf     | <button>Approve</button> <button>Decline</button> |
| Delgado, Frank | 1/20/2026 18:42:25 | Window Washing FAQs | 1/20/2026       | Never expires   | Window Washing FAQs Certificate FD 2026-01-20.pdf | <button>Approve</button> <button>Decline</button> |

#### Revision #1

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Updated 2026-01-21 16:19:45 UTC by Mitzi Orkus